

**OFFICERS MUST ANSWER THESE 13 QUESTIONS FOR CONDITIONAL RELEASE  
AR 140-10 PARA. 9-3**

A. Requests for transfer may be submitted by the soldier or the prospective gaining reserve component. All applications will include the following information.

1. LAST, FIRST, AND MIDDLE NAME.
2. SOCIAL SECURITY NUMBER.
3. RANK (INCLUDING PAY GRADE). DATE OF RANK, AND MILITARY SPECIALTY.
4. COMPONENT) INCLUDING ASSIGNMENT THEREIN).
5. ORGANIZATION TO WHICH ASSIGNED.
6. YEARS, MONTHS AND DAYS OF SERVICE, BOTH ACTIVE AND RESERVE.
7. SUMMARY OF INTERCOMPONENT TRANSFERS, IF ANY.
8. DATE AND PLACE OF BIRTH.
9. CITIZENSHIP AND HOW ACQUIRED.
10. SUMMARY OF MILITARY DUTIES PERFORMED.
11. BRIEF DESCRIPTION OF CIVILIAN AND MILITARY EDUCATION AND PROFESSIONAL QUALIFICATIONS.
12. REASON FOR REQUESTING TRANSFER.
13. THE FOLLOWING STATEMENT: "IF TRANSFER IS APPROVED, I WILL ACCEPT ASSIGNMENT AND PARTICIPATE IN THE TRAINING PROGRAM OF THE (SPECIFY COMPONENT)."

B. Officers will include their Contingent Resignation worded as follows: "I hereby tender my resignation from the USAR. Request that it be accepted contingent on final approval of my request for transfer to (specify component). I understand my Contingent Resignation will become effective the day before the date I accept appointment in (Specify Component)."